

PERSON SPECIFICATION

Senior Economic Development Officer

| Specification Type | Additional/changed requirements | E/D | Measure |
|-----------------------------------|---|-----|---------|
| Personal Skills | Must be highly motivated and enthusiastic | E | 1,3 |
| Personal Skills | Ability to work within a diverse team | E | 1,3 |
| Personal Skills | Excellent communication skills, both written and verbal | E | 1,3 |
| Personal Skills | Organisational skills to take on a wide range of issues and tasks at the same time | E | 1,3 |
| Personal Skills | Analytical skills, to gather and analyse information and data from a variety of sources | E | 1,3 |
| Personal Skills | Ability to work to deadlines, often under pressure | E | 1,3 |
| Personal Skills | Project management skills | E | 1,3 |
| Personal Skills | Ability to represent the Council at senior level with effective interpersonal and presentation skills | E | 1,3 |
| Personal Skills | Have strong project leadership skills. | E | 1,3 |
| Personal Skills | Excellent negotiation and persuasion skills | E | 1,3 |
| Personal Skills | Ability to write reports and provide briefing notes to offices and members | E | 1,4,2 |
| Experience | Local Government experience | D | 1 |
| Experience | Previous work within economic development | E | 1,3 |
| Experience | Experience of prioritising workloads | E | 1,3 |
| Experience | Experience of working with a diverse range of organisations | E | 1,3 |
| Experience | Experience of securing external funding, monitoring returns, managing budgets and measuring performance against targets | E | 1,3 |
| Experience | Developing and coordinating partnerships | E | 1,3 |
| Experience | Audit and record keeping | E | 1,3 |
| Experience | Developing policy and strategy | E | 1,3 |
| Attainments/Qualifications | Educated to degree level or equivalent | E | 1,4 |
| Knowledge | An understanding of local, regional and national funding streams for economic development and regeneration | E | 1,3 |
| Knowledge | Knowledge of the local business support/training organisations and networks | E | 1,3 |
| Knowledge | Computer literate | E | 1,3 |
| Special Requirements | Full driving licence and access to a vehicle | E | 1,3 |
| Special Requirements | Able to work outside office hours, including evening meetings | E | 3 |

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

